

HOW TO REQUEST AN ALTERNATIVE WORK ARRANGEMENT in WORKDAY

Log into Workday and navigate to your Workday home page. Click on the Announcement labeled "ALTERNATIVE WORK ARRANGEMENTS."

1. Enter the proposed **start and end dates** for your alternative work arrangement. Initial requests should not exceed 6 months.

2. Enter the **reason** for making the request.

"I would like to try an alternative work arrangement for my work." OR

"I have been conducting my work successfully using an alternative work arrangement and would like to request a continuation of this arrangement."

3. Enter the TYPE of arrangement you are requesting:

FLEXIBLE schedules

- Compressed Work Week
- Flexible arrival and departure times
- Split shift
- Other

FULLY REMOTE schedules

- Fully remote schedule within Maine
- Fully remote schedule outside of Maine

REGULAR HYBRID schedules

- Alternating Weeks
- Set Weekly schedule
- Varying Weekly schedule
- Other

SEASONAL FLEXIBLE Schedules

- For periods when Students are NOT on campus
- Summer schedule
- Other

4. Add in the details of your proposed schedule if prompted to do so

Hours per Week — indicate the number of hours you will work **REMOTELY**

Days per Week — indicate the number of days you will be working **REMOTELY**

Days of the Week—indicate the days you will **NOT** be on campus!!!

5. Enter any pertinent details in the Comments box or add a relevant attachment

(e.g., an email from your manager outlining a schedule you discussed, etc.)

6. Once you click on SUBMIT, your request will be routed to your manager for consideration.

Request Alternative Work Arrangement

Diane M Fournier

Start Date * 08/29/2022

Proposed End Date * 12/23/2022

Position * Cashier/Accounts Receivable Representative - Diane M Fournier

Reason * I would like to try an alternative work arrangement.

Details

Type * Regular Hybrid Schedule - Set Weekly Schedule

Hours per Week 16

Days per Week 2

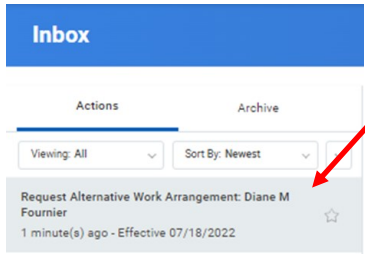
Days of the Week X Tuesday X Thursday

I would like to work remotely two days a week on Tuesday and Thursday if possible.

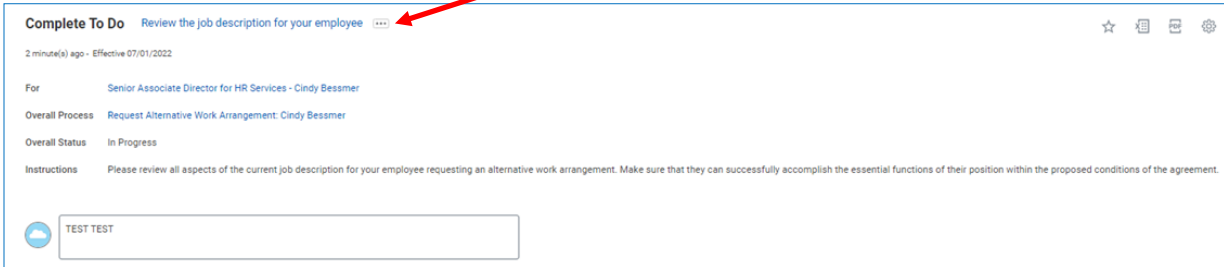
Attachments

Submit Save for Later Cancel

MANAGER CHAIN of APPROVAL FOR ALTERNATIVE WORK ARRANGEMENTS



Log into Workday and review your Inbox for a task labeled, “Request Alternative Work Arrangement” and then a task “Review the job description for your employee requesting an alternative work arrangement.”



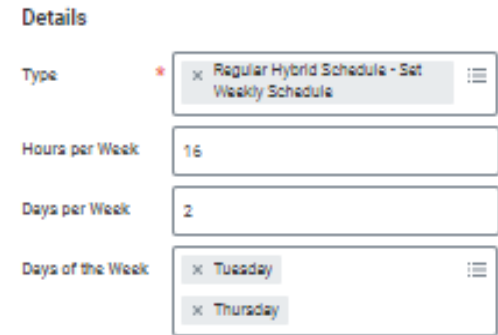
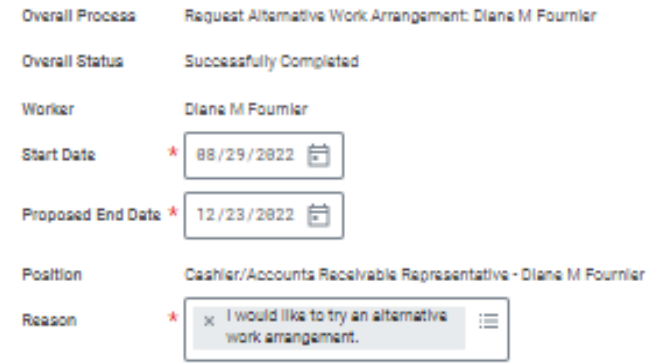
Please review all aspects of the current job description for your employee requesting an alternative work arrangement. Current job descriptions are maintained in the Position Management area of Recruit. You can find Recruit on the Okta login page (login.bowdoin.edu) or alternatively, you can find it directly on the careers site (<https://careers.bowdoin.edu/hr/>). Make sure that they can successfully accomplish the essential functions of their position within the proposed conditions of the arrangement.

Once the Manager submits their approval, the request is automatically routed to the Manager’s Manager (and/or Senior Officer) and they can review all of the details of the requests including comments before approving, sending back, or even adding additional approvers. Some employees will have more layers of approval than others.

If a Manager or Manager’s Manager or Senior Officer does not approve of the request then they can “Send Back” to the employee and include comments and reasons for turning down the request.

The final step of the approval process lies with the HR Executive (Tama Spoerri) who may also send back, request additional approvers, or deny the request as well.

All comments are visible to all participants in the process from the employee to the HR Executive role.



ENDING AN ALTERNATIVE WORK ARRANGEMENT

The employee may request an end to their alternative work arrangement (type End My Alternative Work Arrangement in the search bar) OR a manager may do the same (type End Alternative Work Arrangement in the search bar and enter the name of the employee).

Q end alternative work arrangement

Enter the END DATE and add any explanatory comments that the Employee, Manager, and HR Executive will be able to view.

End My Alternative Work Arrangement Cindy Bessmer

Alternative Work Arrangement

Start Date 07/01/2022
Proposed End Date 09/06/2022
Position Senior Associate Director for HR Services - Cindy Bessmer
Type Seasonal Flexible Schedule > Seasonal Flexible Schedule
Hours per Week 40
Days per Week 4
Days of the Week Tuesday
Wednesday
Thursday
Friday

End Alternative Work Arrangement

End Date * 08/29/2022

COMMENT!!! This would be where the employee or manager gives an explanation for the end of the alternative work arrangement.

The Manager approves (cancels, denies) the request or has the option to send back to the employee if the request was initiated by the employee. Once approved, the request to end the arrangement flows to the HR Executive.

Details to Review

Alternative Work Arrangement

Worker Cindy Bessmer
Start Date 07/01/2022
Proposed End Date 09/06/2022
Position Senior Associate Director for HR Services - Cindy Bessmer
Type Seasonal Flexible Schedule > Seasonal Flexible Schedule
Hours per Week 40
Days per Week 4
Days of the Week Tuesday
Wednesday
Thursday
Friday

End Alternative Work Arrangement

End Date 08/29/2022

enter your comment

View Comments (1)

Cindy Bessmer Just now
COMMENT!!! This would be where the employee or manager gives an explanation for the end of the alternative work arrangement.
I think I will need to come back to five days per week before Labor Day rather than after Labor Day.

Process History

Cindy Bessmer Just now
says, "COMMENT!!! This would be where the employee or manager gives an explanation for the end of the alternative work arrangement."
I think I will need to come back to five days per week before Labor Day rather than after Labor Day."
End Alternative Work Arrangement - Step Completed

Tama Spoori
Approval by Manager - Awaiting Action

Approve Send Back Add Approvers

07152022